



P.O. Box 519
129 South Chelan Avenue
Wenatchee, WA 98807-0519
(509) 888-3603 fx.(509) 888-3636

APPLICATION FOR EMPLOYMENT

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions, and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____

List specific position/title applying for _____

Date available for work _____ Will accept: Regular Full-time ☐ Yes ☐ No
Regular Part-time ☐ Yes ☐ No
Temporary ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No Date(s) _____

Are you able to provide proof of your eligibility to work in the U.S. if offered employment? ☐ Yes ☐ No

Do you have a valid Washington State Driver's License? ☐ Yes ☐ No

LIC #: _____ Expiration Date: _____

Have you ever been convicted of a felony or released from prison? ☐ Yes ☐ No

(A conviction record will not necessarily bar you from employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

The City will require a Criminal Background Check for the successful applicant.
Would you have an objection to this report? ☐ Yes ☐ No

Are you able to perform the primary duties of the job as outlined in the job description? ☐ Yes ☐ No
If no, please explain: _____

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)

EDUCATION AND FORMAL TRAINING

HIGH SCHOOL

Do you have a high school diploma or GED certificate? ☐Yes ☐No

COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

NAME	LOCATION	DEGREE OR COURSE OF STUDY	DATE ATTENDED

SPECIALIZED TRAINING

NAME	LOCATION	COURSE OF STUDY	DATE ATTENDED

List any skills you possess or machines you can operate that would help you qualify for the position(s):

List any special licenses, registrations or training, including seminars and workshops, which would help you qualify for the position(s):

EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that would help you qualify for this work. Use additional sheets if necessary.

PLEASE NOTE: Information obtained from previous employers and/or references is confidential.

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
TO		POSITION(S) HELD:	REASON FOR LEAVING:
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
TO		POSITION(S) HELD:	REASON FOR LEAVING:
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY DUTIES:

ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, The City of Wenatchee, its representatives, employees, or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding The City of Wenatchee or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date